GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Animal Husbandry, Dairy Development &Fisheries Department - Permission for execute the project of providing Facility Management services to Animal Husbandry HRD institutions in Andhra Pradesh - RFP document and RFP evaluation committee - Approved - Orders -Issued.

ANIMAL HUSBANDRY, DAIRY DEVELOPMENT AND FISHERIES (AH-II) DEPARTMENT

G.O.Rt.No.304 **Dated:25.11.2022.**

Read:-

From the Director, Animal Husbandry, A.P., Vijayawada, Lr.Roc.No.AHF02-STOIUPGR/ 1/2022-HRD(U), DAH, Dated:11.01.2022.

***

O R D E R:-

In the circumstances stated by the Director, Animal Husbandry, A.P., Vijayawada in the letter read above, Government, after careful consideration of the matter, hereby accord permission to the Director, Animal Husbandry to execute the project of providing Facility Management services for Animal HusbandryHRD institutions by utilizing the funds from the budget approved by the NLM project approval committee in 2022-23 under training component, without exceeding the 2% of the training funds for administrative expenses.

2. He is also informed that, the Request For Proposal (RFP) document and RFP evaluation committee is approved and accord permission to invite request for proposal (RFP) for selection of agency by Additional Director,SMILE, Visakhapatnam to provide Facility Management services (i.e., Regular cleaning of bath Rooms and toilets, Room maintenance, regular washing of Bed Sheets, Pillow covers in the Hostel Annex and Hostel, gardening of premises and waste management etc., for comfortable stay of trainees and resource Persons) for Animal Husbandry HRD institutions in Andhra Pradesh in following two packages and the following members of RFPEvaluation Committee. The RPF document is appended to this order as annexure.

Package:-1

1) SMILE - Visakhapatnam
2) VBRI - Samalkota
3) SAHTC- Mandapeta
4) RAHTC - Visakhapatnam
5) RAHTC - Kakinada
6) RAHTC – Guntur

Package:- 2

7) STC - Peapully
8) RAHTC - Reddipalli
9) RAHTC – Kurnool
10) APLDA Training Center –Tirupati

(P.T.O)

Members of the RFP Evaluation Committee :-

1	Additional Director, SMILE, Visakhapatnam	Chairman
2	Additional Director (Health), O/o DAH	Member
3	Joint Director, AH, SAHTC, Mandapeta	Member
4	Deputy Director, AH, SAHTC, Peapully	Member
5	Deputy Director, AH, SMILE, Visakhapatnam	Member -Convenor
6	Assistant Director, AH, RAHTC, Kakinada	Member

3. The Director, Animal Husbandry shall submit the proposals to the Government for its due approval of agency, budget expenditure and MOU/Agreement to be enter, for a specific period.

4. The Director, Animal Husbandry, Vijayawada shall take necessary further action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHR APRADESH)

Dr. POONAM MALAKONDAIAH
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

To
The Director of Animal Husbandry, A.P., Vijayawada.
Copy to:-
The Additional Director, SMILE, Visakhapatnam.
OSD to the Hon'ble Minister (AHDD&F).
P.S. to Spl. C.S. to Govt.(FAC), AH,DD&F Dept.
SF/SC.

//FORWARDED::BY::ORDER//

P. Nagesh
SECTION OFFICER

REQUEST FOR PROPOSAL

SELECTION OF AGENCY TO PROVIDE FACILITY MANAGEMENT SERVICES FOR VARIOUS HRD INSTITUTIONS IN ANDHRAPRADESH

FOR

ANIMAL HUSBANDRY DEPARTMENT, GOVERNMENT OF ANDHRA PRADESH

SCHEDULE OF TENDER PROCESS

The below schedule is tentative. The Additional Director, SMILE (Vishakhapatnam) reserves the right to modify the said schedule of Selection Process at any time during the Selection Process at its sole discretion without assigning any reason or being liable for the same in any manner whatsoever.

Event Description	Scheduled Dated
Tender Notice No:	
RFP Issue / Start Date	xx -xx-2022
Pre-Bid conferencedate/time/venue	xx-xx- 2022 11:00 Hrs, to beconducted online through Google meet / Zoom.(Interested bidders shall send the request for participation through e-mail on or before -xx-2022 16:00Hrs)
Last date/time for clarification	-xx-2022 16:00 Hrs
Due date for Receipt of Proposals/ Bids(Proposal Submission Date or Bid Due Date)	16:00 Hrs (IST) on -xx-2022 Online submission. 16:00 Hrs (IST) on -xx-2022 Original Hard copy submission
Date and Time of Opening Bids (Technical)	16:30 Hrs (IST) on -xx-2022
Opening of Financial Proposal / bids	16:30 Hrs (IST) on -xx-2022

Any addendum / corrigendum to the RFP Document shall be intimidated to all the Applicants / Bidders through E-Procurement platform only.

1. The dates scheduled for RECEIPT and OPENING of tenders are fixed and shall not be changed under any circumstances. However, the Additional Director, SMILE (Vishakhapatnam) (the "Authority") reserves the rightof postponement of the date of opening of Tenders or date of opening of financial bids in the event of any unforeseen reasons. The Authority reserves the right to modify the said schedule of Selection Process at any time during the Selection Process at its sole discretion without assigning any reason or being liable for the same in any manner whatsoever.

2. The Authority shall not be responsible for any non-receipt of tenders or late uploading of tenders online for any reason, whatsoever.
3. Failure to fill and sign the declaration and check slip and all the given annexures shall make tender invalid. The bidder(s) are requested to submit their submissions in the required given format only (including supporting documents). Any discrepancy and submission of unwanted material which may hamper the evaluation process (resulting in missing out the documents during the process) shall result in the disqualification of the respective bid(s).
4. Interested bidders may obtain further information about this requirement from the office of Additional Director, SMILE (Vishakhapatnam). RFP Documents can be downloaded online by paying the transaction fee by the participating bidders electronically at https://tender.apeprocurement.gov.in. The transaction fee is Non-Refundable.
5. All prospective bidders may attend the Pre-Bid meeting. The venue, date and time are indicated in Schedule of Events as in the schedule of the tender process above. The queries can also be sent to smile vizag 2017@ gmail.com(Email ID) which must be received by the Authority by last date / time clarification. Queries received after due date and time shall not be considered.
6. The Proposals shall be filled in English and all entries must be typed / written in blue / black ink. Initials of the Authorized representative of the Bidder must attest all erasures and alterations made while fling the proposal. Over writing of figures in the Price Proposal is not permitted. Failure to comply with any of these conditions may render the Proposal invalid.
7. The Authority shall not be responsible for any costs or expenses incurred by the bidder(s) in connection with the preparation and delivery of Proposals, including costs and expenses related to transport etc. The Authority reserves the rights to cancel, terminate, change or modify this procurement / Bid Process and / or requirements of proposal stated in the RFP, without assigning any reason or providing any notice and without accepting any liability for the same.
8. The Proposal / bid shall be valid for a period of not less than 180 days from the Bid Due Date (the "BDD"). In exceptional circumstances, prior tothe expiry of the original proposal validity period, the authority may request the Bidders to extend the period of validity for a specified additional Period. The request for the extension shall be made in writing. However, bidders will not be permitted to modify their submitted bids after the BDD.

INTERPRETATION

In the interpretation of this RFP, unless the context otherwise requires:

a. The singular of any defend term includes the plural and vice versa, and any word or expression defined in the singular has the corresponding meaning used in the plural and vice versa;
b. A reference to any gender includes the other gender;
c. A reference to any agreement is areference to that agreement and all annexes, Attachments, exhibits, schedules, appendices and the like incorporated therein, as the same may be amended, modified, supplemented, waived, varied, added to, substituted, replaced, renewed or extended, from time to time, in accordance with the terms thereof;
d. The terms "include" and "including" shall be deemed to be followed by the words "without limitation", whether or not so followed;
e. Any reference to a person shall include such persons, successors and assignees;
f. Areference to a "writing" or "written" includes printing, typing, lithography, scanned and other means of reproducing words in a visible form;
g. Any date or period set forth in this RFP shall be such date or period as may be extended pursuant to the terms of this RFP;
h. The terms "hereof, "herein", "hereto", "hereunder" or similar expressions used in this RFP mean and refer to this RFP and not to any particular Article,
i. In case of any inconsistency between the terms mentioned in the RFP and the literary term, the meaning best construed in furtherance of the objectives of this RFP shall prevail.
j. Where there is a discrepancy between amount in figures and in words, the latter shall prevail.

DISCLAIMER

1. The information contained in this document ("RFP /Tender Document") or subsequently provided to Bidders(Applicants /Bidders), whether verbally or in documentary or any other form by or on behalf of Department of Animal Husbandry (hereinafter referred to as "Authority") or any of its employees, representatives, advisors or Consultants is provided to Bidder(s) on the terms and conditions set out in this Tender document and any other terms and conditions subject to which such information is provided.
2. This Tender document is neither an agreement nor an offer by the Authority to the prospective Bidder(s) or any other person. The purpose of this RFP is to provide interested parties with the information that may be

useful to them in the formulation & submission of their Proposals pursuant to this tender document.

3. This document includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Request for Proposal for Selection of Agency to provide Facility Management Services for various HRD institutions in Andhra Pradesh for Animal Husbandry Department, GoAP by the selected Bidder / Agency selected through a competitive bidding process.The purpose of this tender is to provide the Bidder(s) with information that may be useful to them in the formulation of their bids (including Price Bids) (the "Bids") pursuant to this tender document and for no other purpose.
4. 4. This document may not be appropriate for all persons, and it is not possible for the Authority and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this document. The assumptions, assessments, statements, and information contained in this document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this tender document and obtain independent advice from appropriate sources. Information provided in this tender document to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
5. The Authority and its employees/ officers/ advisors/ consultants make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the document and any assessment, assumption, statement or information contained therein or deemed to form part of this document or arising in any way in this Selection Process / Tender Process (hereinafter defined).
6. The possession or use of this tender document in any manner contrary to any applicable law is expressly prohibited. The Bidders shall inform themselves concerning, and shall observe any applicable legal requirements.The information does not purport to be comprehensive or to have been independently verified. Nothing in this document shall be construed as legal, financial or tax advice.
7. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements and information contained in this tender document.
8. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this document.

9. The issue of this tender document does not imply that Authority is bound to select a Bidder or to award work to the Selected Bidder, as the case may be, for the subject assignment and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
10. Laws of the Republic of India are applicable to this Tender document.

1.LETTER OF INVITATION:-

To,
Whomsoever it may Concern:-

The Additional Director, SMILE (Vishakhapatnam) ("Authority") intends to Selection of Agency to provide Facility Management Services for various HRD institutions in Andhra Pradesh.

The broad scope of the Agency(s)and the details of the services required to be provided by the Selected Bidder and the respective locations are given in Terms of Reference (ToR) Section 5 of this document (hereinafter referred to as the **"Assignment").**

Proposal submissions must be received no later than the Bid Due Date specified in the "Schedule of Tender Process" in the manner specified in the RFP Document.

The Original Hard Copies shall also be submitted on or before the due date specified at the address given below clearly mentioning the name of the assignment and the item for which they are intending to bid for.

"SELECTION OF AGENCY TO PROVIDE FACILITY MANAGEMENT SERVICES FOR VARIOUS HRD INSTITUTIONS IN ANDHRA PRADESH FOR ANIMAL HUSBANDRY DEPARTMENT, GOAP"

To
ADDITIONAL DIRECTOR, SMILE
NHAI ENCLAVE, NH16, NEAR VIMS HOSPITAL,
HANUMANTHAVAKA, VISHAKHAPATNAM, ANDHRA PRADESH
530040

The RFP has following Sections:

Section	Letter of Invitation
Section	Instructions to Applicants
Section	Data Sheet
Section	Preparation, Submission and Evaluation of Proposals
Section	Terms of Reference
Section	Formats for Proposal Submission (Annexures)

The Bidder for providing its services for the said Assignment will be selected on the basis of the lowest quote (L1) method (towards provision of services for all given locations) adhering to the reverse tendering process as described in this RFP. The Financial Proposals (Price Proposals) of only those Applicants, who qualify the eligibility (technical & financial capability) criteria as mentioned in this RFP shall be processed further.

The Proposals shall be filled in English and all entries must be typed and written in blue/black ink. Initials of the Authorized representative (Power of Attorney) of the Applicant must attest all erasures and alterations made while filling the Proposal. Failure to comply with any of these conditions may render the Proposal invalid.

The Authorityshall not be responsible for any costs or expenses incurred by the Applicant inconnection with the preparation and delivery of Proposals, including costs and expenses related to transport,postage, survey etc. The Authority reserves the rights to cancel, terminate, change or modify this procurement / tender process and / or requirements of proposal as stated in the RFP at its sole discretion, without assigning any reason or providing any noticeand without being liable in any manner for the same.

The Proposal shall be valid for a period of not less than one hundred and eighty (180) days from the Bid Due Date (the "BDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the Authority may request the Applicants to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Applicants will not be permitted to modify their submitted proposals.

For Additional Director, SMILE (Vishakhapatnam).

2. INSTRUCTIONS TO APPLICANTS:-

2.1 The Authority has adopted a Single-stage Two-Part process (hereinafter referred to as the **"Selection Process / Tender Process")** for election of Agency(s), for award of the Assignment. The Proposal submission is envisaged in two parts - Technical Proposal and Financial Proposal. The Applicants may submit their Proposals in response to this RFP, in accordance with the provisions of this RFP ("Applicants"). The Technical Proposals to be submitted by Applicants shall comprise of technical and financial capabilitydocuments and other requisite documents/clarifications as per the terms of this RFP. The Financial

Proposals of only those Applicants whose Technical Proposal qualify the evaluation process, as per terms hereof, shall be opened for further processing. Tenders have to be submitted ONLINE in two parts in the prescribed proforma i.e., Technical Bid Part. I and Financial Bid Part II

2.2 Applicants are encouraged to inform themselves fully about the Assignment and the local conditions before submitting their Proposals.

2.3 Broad description of the objectives, scope of services, Deliverables, and other requirements relating to this Assignment are specified in this RFP. In case, an Applicant possesses the requisite experience and capabilities required for undertaking the Assignment / Project, it is invited to participate in the Selection Process either individually or as a consortium of entities (the "Consortium"), where it is to be noted that the Applicants bidding individually cannot be a member of a Consortium or vice versa. The entity claiming experience under eligibility criteria (as mentioned in the data sheet) should have held, in the company owing the eligible Assignment, a minimum of 26% (twenty-six per cent) equity during the entire assignment duration for which eligible experience is being claimed. In the case of a Consortium, any of the members of the Consortium must have the mentioned / required experience as stipulated in this RFP and such member shall hold an equity not less than 26% in the Consortium at all times during the Agreement Period. The experience/ qualifications of the parent/subsidiary company of any of the consortium members will not be relevant.

2.4 Proposals shall be prepared and submitted in the manner elaborated in this RFP as per the formats/annexure provided.

2.5 No Applicant or its Associate shall submit more than one Proposal for the Assignment.

2.6 Any entity which has been barred by any agency of the Central Government, any State Government, any Statutory Authority or any public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

2.7 The Authority reserves the right to terminate an Applicant(s) participation in the Tender Process at any time, should the Authority consider that an Applicant has, without the prior consent, failedto comply with any of the procedures and requirements prescribed in the RFP.

2.8 Each Applicant shall submit a Power of Attorney as per the format at Annexure: 6 authorizing the signatory of the Proposal to commit and bind the Applicant.

2.9 It shall be deemed that by submitting the Proposal, the Applicant has:

a) made a complete and careful examination of the RFP;
b) received all relevant information requested from the Authority;
c) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in the RFP;
d) satisfied itself about all matters, things and information, including matters referred herein, necessary and required for submitting an informed Application and performance of all of its obligations there under;
e) acknowledged that it does not have a Conflict of Interest;
f) Agreed to be bound by the undertaking and all other documents provided by it under and in terms hereof; And
g) Satisfied itself about the assignment conditions and made a complete and careful examination of the same.

2.10 The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

2.11 The Proposal of an Applicant shall be liable for disqualification in the event of the following:

a. If the Applicant refuses to accept the correction of errors in its Proposal, (or)
b. at any time, a misrepresentation is made or uncovered or a suppressed fact is uncovered, (or)
c. the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal or does not respond to any queries raised by the Authority, (or)
d. If the applicant submits a conditional Proposal which would affect unfairly the competitive provision of other firms who submitted substantially responsive proposal and/or is not accepted by the Authority.

e. If the Applicant submits multiple proposals for the subject Assignment.

2.12. QUERIES AND CLARIFICATIONS

The Bidders are requested to study this entire RFP document in detail.If the Bidders have any queries related to the RFP or on the proposed Assignment, they may submit such queries to the Authority in writing or e-mail to **smilevizag2017@gmail.com**on or before the Clarifications(s) due date specified in the **"Data Sheet / Schedule of Tender".** Clarifications for all such queries received would be provided by the Authority at least five (5) working days before the bid due date / time of Bid submission date. All such queries received, and clarifications provided by the Authority shall be informed by uploading **on https:// tender.apeprocurement.gov.in** mentioning as Addendum/Corrigendum for the subject title of the RFP without identifying the names of the Bidders. Bidders are requested to keep themselves updated on the same and the Authority takes no responsibility on any claims of non-information.

2.13 AMMENDMENT TO REP

a. At any time prior to the due date for submission of Proposal, the Authority may, for any reason, whether at its own initiative or otherwise, modify the RFP document by issuing Addendum / Corrigendum.

b. In order to provide the Bidders with reasonable time for taking an amendment into account, or for any other reason, Authority may, in its sole discretion, extend the BDD.

c. The above changes & amendments, if any, will be notified on

https://tender.apeprocurement.gov.in for the Assignment.

2.14 CONFLICT OF INTEREST

a. The Authority requires that the Bidders provide professional, objective, and impartial advice and at all times hold Authority's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Bidder(s) shall not accept or engage in any assignment that would be in confict with its prior or current obligations to other Authority(s), or that may lace it in a position of not being able to carry out the assignment in the best interests of the Authority.

b. A Bidder shall not have a conflict of interest that may affect the Selection Process (the "Conflict of Interest"). Any Bidder found to have a Conflict of Interest shall be disqualified.

c. A Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

   i. a constituent of such Bidder is also a constituent of another Bidder; (or)

   ii. such Bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other Bidder or its Associate; (or)

   iii. such Bidder has the same legal representative for purposes of this Application as any other Bidder; (or)

   iv. if a Bidder is engaged by the Authority to provide goods or works or services and if the Associate(s) of such firm is engaged for providing services for the same project and vice versa.

   v. If a Bidder submits multiple Proposals either individually or as a member of any Consortium and vice versa.

2.15 MODIFICATIONS/SUBSTITUTION/WITHDRAWAL OF PROPOSALS

2.15.1 The Applicant may modify, substitute or withdraw its Proposal after submission, provided that written notice of the modification, substitution or withdrawal is received by the Authority prior to the BDD. No Proposal shall be modified, substituted or withdrawn by the Applicant on or after the BDD.

2.15.3 Any alteration / modification in the Bid or additional information supplied subsequent to the BDD, unless the same has been expressly sought for by the Authority shall be disregarded.

2.16 REJECTION OF PROPOSALS

Not with standing anything contained in this RFP, the Authority reserves the right to reject any Proposals and to annul the Tender Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or

Annulment, and without assigning any reasons. In the event that the Authority rejects or annuls all the Proposals, it may, in its discretion, invite all eligible Applicants to submit fresh Proposals hereunder or may take such other steps as it may deem ft in its sole discretion as per applicable laws without being liable for the same in any manner.

The Authority reserves the right not to proceed with the Tender Process at any time, without notice or liability, and to reject any Proposals without assigning any reasons and without being liable for the same in any manner.

If the Applicant has submitted any documents, created or originating from outside the Republic of India, such as work experience certificate(s), financial detail(s), power of attorney(s), undertaking(s), documentary evidence(s), qualifying document(s), etc. (collectively "Foreign Documents") then the Applicant, before any such Foreign Document(s) are sent to India for the purpose of applying towards this Project/ Assignment, shall be required to get each and every page of such Foreign Document(s), duly authenticated/ embossed/ legalized/ notarized from the Indian Embassy/Indian High Commission situated in the country from where such Foreign Document(s) were created or are originating from. Such authentication/ embossment/ legalization/ notarization from the Indian Embassy/Indian High Commission shall also apply to all such document(s) that are in a language other than English, which shall compulsorily be required to be translated (as the true translated copies of the original) by a duly certified/ authorized /qualified translator, supported by the affidavit of the said translator, certifying the correctness of the English translation. In case of any inconsistency between the original Foreign Document and its English translation, the latter shall prevail and be held binding on such Applicant. However, in the case of Foreign Document(s) created or originating from countries that have signed, ratified and have made operational the Hague Convention abolishing the requirement of legalization for foreign public documents, 5 October, 1961 - "Hague Legalization Convention, 1961", the Applicants may affix an 'Apostle" sticker on each and every page of their Foreign Document(s) [including all commercial document(s) duly notarized]. Thereafter, the Applicant shall be compulsorily required to get all such "Apostle" Foreign Document(s) approved, certified and attested from the Indian Embassy /Indian High Commission in that country where the 'Foreign Document(s)' were created or are originated from or the Ministry of External Affairs, Government of India, New Delhi and the Bidder/s shall follow any other norms/guidelines laid by the Ministry of External Affairs, Government of India.

3. DATA SHEET:-

S.No.	KeyInformation	Details
	RFPDetails	

1.	**Project/Assignment**	**"Selection of Agency to provide ability Management Services for various HRD institutions in Andhra Pradesh for Anima lHusbandry Department, GoAP"**
2.	**Authority**	Additional Director, SMILE(Vishakhapatnam)
3.	**Assignment locations**	**Package-1:** 1) **SMILE-Vishakhapatnam** 2) **VBRI-Samalkota** 3) **SAHTC-Mandapeta** 4) **RAHTC-Vishakhapatnam** 5) **RAHTC-Kakinada** 6) **RAHTC- Guntur** **Package-2:** 1) **STC-Peapully** 2) **RAHTC-Reddipalli** 3) **RAHTC-Kurnool** 4) **APLDA Training center - Tirupati**
	Proposal Conditions and Evaluation	
4.	**Proposal Validity**	The Proposal shall be un conditional, firm and irrevocable ands hall be valid for a period of 180 (one hundred and eighty) days from the Bid Due Date(BDD)
5.	**Minimum Eligibility Criteria**	The applicant must meet all the following minimum eligibility criteria. 1. **Experience:** a. The bidder must be a Firm / Proprietary / Partnership/Company registered under Companies Act with an experience of minimum05yearsinthefieldofHousekeeping,MaintenanceandGardening. b. Should be a Registered Company. c. Should have experience of Three Similar Completed works EachonehavingAnnualContractValuenotlessthanRs.30Lakh Or TwoSimilarCompletedworksEachonehavingAnnualContractValuenotlessthanRs.60Lakh. Or

		One Similar Completed work having" Annual Contract Value" notlessthanRs.120Lakhs. Note: **"Similar Completed Work"** under this clause shall mean successful completion of IntegratedFacilityManagementandHouseKeeping Servicesworkincommercialbuilding/Hospitals/ Educational Institutes/Training Centers / Public-Sector Banks /Financial Institutions/ Central& State Govt. departments / Organizations /Public Sector Undertakings. d. Should have minimum average turnover of Rs. 60Lakhsin the last three (3) financial years (2017-18, 2018-19,2019-20)and shall be certified by a practicing certified CA. e. The Bidder should have applicable and **valid registrations** with statutory authorities, viz. Income Tax, Good s & Service Tax, Labour License under section 12(1) of the n contract Labour regulation and Abolition)Act,1970.,EmployeesProvidentFundOrganization(EPF),EmployeesStateInsurance(ESI) Corporation,PANetc. f. TheBiddershouldhaveconstitutedaSexualHarassmentCommitteeundertheSexualHarassmentofWomenatWorkplace(Prevention,ProhibitionandRedressal) Act,2013. g. The Bidder should have an office in Vijayawada/Vishakhapatnam or should open an office within two months of receiving the Work Order(if selected). h. The bidder should submit/give declaration stating that they a renotdebarred/ black listed by any State Government, Central Government, Central&StateGovt.Undertakings/enterprises/ i. OrganizationsandbyanyotherQuasiGovernmentbodies/OrganizationsinIndiafornon-satisfactoryperformance,corrupt&Fraudulentoranyotherunethicalbusinesspractices. **(Proof of experience from the Organization /Client/ Authority for which the assignment is shown under eligibility is a must for the above criteria)**

6	**Proposal Evaluation**	• Financial Proposal of only those Applicants meeting the minimum eligibility criteria will be considered and undertaken .Applicants not meeting the minimum eligibility criteria are deemed to be disqualified from further evaluation process. • Financial Evaluation: Price bids of qualified applicants will only be opened. The Financial Bid would be assessed on the basis of the **least/lowestquote–L1**quoted(for each item)by an Applicant for the Assignment duly adhering the guidelines for reverse tendering as per G.O.Ms. No. 79 Finance (HR. V – TFR)Department;Dated:25-08-2020.
7	**Criteriaforselectionof**	• Criteria for selection of Agency(s)would be the least/lowest quote (L1) as quoted by the applicant for the execution of the assignment upon the eligibility qualification adhering to reversetendering guidelines.
8	**EMD&Processingfee**	• It is mandatory for all the participating biddersto pay are fundable EMD of Rs.1,20,000/- drawn from any Nationalized /Scheduledbankinfavorof"AdditionalDirector,SMILE",VishakhapatnambywayofDDpayableatVijayawada. • The EMD shall be valid for 30 days beyond the Bid Validity period. • It is mandatory for all the participating bidders to pay a Non-refundableProcessingfeeofRs.10,000/-drawn from any Nationalized / Scheduled bank in favorof" Additional Director, SMILE", Vishakhapatnam by way of DD pay able at Vijayawada.
9	**Performance Security**	• The performance security of 2.5% of the Final Bid value(in terms of INR) to be paid by the Selected / Successful Bidder as per T& Couth is RFP. • The Selected Bidder for this assignment shall furnish the same within 07daysfromthedataofreceiptofLetterof award.

Proposal Submissions		
10	**OnlineSubmission**	• The bidder shall submit his response through bid submission tothetenderone-procurementplatformat**https://tender.apeprocurement.gov.in**. No offline bids shall been pertained by the Tender Inviting Authority
11	**Technical Proposal for Eligibility Qualification**	• DD towards EMD and Processing fee • Signed RFP Document • ChecklistofSubmissions~Annexure1 • CoveringLetter~Annexure2 • SimilarExperiencetowardsminimumeligibility~Annnexure3(Alldocumentsasmentioned inS.No.5of Data Sheet) • GSTregistrationcertificateandPancard~Annexure 4 • FinancialExperiencetowardsminimumeligibility~Annexure5 • PowerofAuthority~Annexure6 • FirmRegistrationCertificate~Annexure7(Notrequiredforproprietaryfirm) • Affidavitofnon-blacklistingbyanyclient/authorityinIndia~Annexure8. • Power of Attorney and MoU for Consortium ~ Annexure 9 (if required) • Any other documents as required in S.No.5 above.
12	**Financial Proposal**	TheApplicantsshallberequiredtosubmittheirFinancialProposalintheformatasprovidedinthee-tenderingplatform.
13	**Duration of Assignment**	TheAssignmentshallbevalidforaperiodofTwoyearsfromthedateofsigningtheagreementwiththeSelectedbidder.

4. PRPARATION, SUBMISSION AND EVALUATION OF PROPOSALS

4.1 GENERAL:-

a. The Applicants shall bear all costs associated with the preparation and submission of its Proposal, including site visits, required data collection, analysis, etc., as also any discussions/negotiations. The Authority shall not be responsible or liable for any such costs incurred.

b. An Applicant shall be a Legal entity. An Applicant may be a natural person born in India or abroad or a private entity, a company, a partnership frm, an LLP or a body corporate, or a Consortium incorporated in India or as per applicable laws of the country of its origin. A consortium of 2-3 entities can participate in this Tender Process.
c. Adherence to formats, wherever prescribed, is required. Non-adherence to formats might be a ground for declaring a proposal non-responsive.
d. All communication and information shall be provided in writing and in English language only.
e. All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct and final.

4.2 PREPARATION AND SUBMISSION OF PROPOSALS.

Tenders have to be submitted ONLINE in two parts in the prescribed proforma i.e., Technical Bid Part. I and Financial Bid Part II

a. Registration with e-Procurement platform: For registration and online bid submission, bidders may visitttps://tender.apeprocurement.gov.in. The bidder shall authenticate the bid with his Digital Certifcate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certifcate of the bidder will not be accepted on the e-Procurement platform.
b. The bidder is requested to download the tender document from the website at https://tender.apeprocurement.gov.in and read all the terms and conditions mentioned in the tender Document. Clarifications can be sought from the Tender Inviting Authority. Any offline bid, submission clause in the tender document shall not be considered.
c. The bidder has to keep track of any changes by viewing the addendum / corrigendum issued by the Tender Inviting Authority from time-to-time in the e-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.
d. The bidder shall submit his response through bid submission to the tender on e-procurement platform athttps://tender.apeprocurement.gov.in.No offline bids shall be entertained by the Tender Inviting Authority.
e. The bidders shall submit their eligibility and qualification documents, technical bid, financial bid etc., in the standard formats prescribed in the Tender documents, scanned and to be submitted in the e-procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in Support of their eligibility criteria/technical bids except financial bid in the e-procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/ authenticity.

Note: - All the required documents are to be arranged in the serial order, (Serial Numbers and Page Numbers should be indicated on the right-side top of the corner)and to be uploaded to the e-procurement web site i.e., **ttps: //tender. apeprocurement.gov.in.**

The following documents are to be uploaded:

- DD towards EMD and Processing fee
- Signed RFP Document
    - Checklist of Submissions ~ Annexure 1
    - Covering Letter ~ Annexure 2
    - Similar Experience towards minimum eligibility ~ Annexure 3
        - (All documents as mentioned in S.No.5 of Data Sheet)
- GST registration certificate and Pan card ~ Annexure 4
- Financial Experience towards minimum eligibility ~ Annexure5
- Power of Authority ~ Annexure 6
- Firm Registration Certificate ~ Annexure 7 (Not required for Proprietary frm)
- Affidavit of non-blacklisting by any client/authority in India ~Annexure 8.
- Power of Attorney and MoU for Consortium ~ Annexure 9 (if required)
- Any other documents as required in S.No.5 of the data sheet.

f). The bidder should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the process and steps. GoAP and Authority inviting tender is not responsible for incomplete bid submission by bidders. Bidders may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.

g). Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal.

4.3 PREPARATION & SUBMISSION OF HARD COPIES

After submission of bid online, the bidders are required to submit the same set of documents that are uploaded along with DDs towards EMD & processing fee to the Tender Inviting Authority on or before the Hard copy submission due date as mentioned in the schedule of tender in this document. Which shall be before the opening of financial bids.

The department shall not take any responsibility for any delay or non-receipt The bidder who fails to submit the original hard copies of uploaded certificates/documents, Demand Draft on or before the due date shall be suspended from participating in the tenders on e- procurement platform for a period of 3 years from date of bid submission.

Other conditions as per tender documents are applicable.

The outer envelopes shall clearly indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late".

The bids shall be made in SEALED ENVELOPE as follows:

I. The envelope shall be marked in bold letter as "TECHNICAL BID" along with title of the Assignment and shall include the following:

- DD to wards EMD and Processing fee
- Signed RFP Document
- ChecklistofSubmissions~Annexure1
- CoveringLetter~Annexure2
- SimilarExperiencetowardsminimumeligibility~Annexure3(Alldocumentsasmentionedin S.No.5ofDataSheet)
- GSTregistrationcertificateandPancard~Annexure4
- FinancialExperiencetowardsminimumeligibility~Annexure5
- PowerofAuthority~Annexure6
- FirmRegistrationCertificate~Annexure7(NotrequiredforProprietaryfirm)
- Affidavitofnon-blacklistingbyanyclient/authorityinIndia~Annexure8.
- PowerofAttorneyandMoUforConsortium~Annexure9(if required)
- AnyotherdocumentsasrequiredinS.No.5oftheDataSheet.

4.4 SINGNING OF PROPOSALS

The Authorized Signatory shall sign or initial each page of the proposal documents along with the stamp of the Applicant. They should also sign & stamp each page of the RFP. Each Applicant shall submit a Power of Attorney as per the format at Annexure 6; authorizing the signatory of the Proposal to commit and bind the Applicant

4.5 PENING OF PROPOSALS

a. Proposals received on or before the Bid Due Date (BDD) will only be considered for opening and evaluation. Proposals other than the above will be summarily rejected.

4.6 OPENIING ANDEVALUATION OF TEACHICAL PROPOSAL.

a. The Technical Proposals shall be opened on the date as mentioned in the schedule of tender and shall be evaluated for Minimum Eligibility Criteria as per the Data Sheet stipulated in this RFP.
b. Only those proposals meeting the Minimum Eligibility Criteria, will be considered for further evaluation.
c. Applicants not meeting the minimum eligibility criteria will be deemed to be disqualified and will not be considered for further evaluation. No correspondence or representation will be entertained in this regard and the Authority's decision will be final in this regard.

d. d. The eligible Proposals will be checked for all the mandatory documents and submissions (Mandatory Annexures and their supporting documents if any) duly signed as per the list provided above and in the prescribed formats. The Authority shall take a decision at its sole discretion with regard to proposals without any of the said documents or documents submitted in any other format other than the prescribed.

4.7 FINANCIAL PROPOSAL

Criteria for selection of Agency(s) would be the Lowest Quote(L1) as quoted by the Bidder for the execution of the Assignment (for providing subject services as mentioned in To R for all the locations-Package basis) for the entire Agreement Period, upon the minimum eligibility qualifcation adhering to the reverse tendering guidelines.

The bidders shall quote their rate(s) for providing the services considering all the components as mentioned in the ToR for two packages individually in terms of INR (Rs.). The L1 price subject to the reverse tendering process shall be the criteria for the award of the subject assignment on Package basis. The bidder(s) may quote for both packages or individual package. The details of scope of work including various components (works) are mentioned in CHAPTER 5. The details of package are as follow:

Package -1

1) **SMILE-Vishakhapatnam**
2) **VBRI-Samalkota**
3) **SAHTC-Mandapeta**
4) **RAHTC-Vishakhapatnam**
5) **RAHTC-Kakinada**
6) **AHTC- Guntur**

Package-2:

1) **STC-Peapully**
2) **RAHTC-Reddipalli**
3) **RAHTC-Kurnool**
4) **APLDA Training Center – Tirupati**

The bid shall be submitted in the form and format as mentioned in the commercial bid format .The price shall be applicable for entire agreement period of this assignment. The price shall be inclusive of any other taxes / levies excluding GST.

The Financial Proposal of those Applicants who have qualifed theMinimum Eligibility Criteria i.e., technical proposal will only be opened.

The L1 price(s) quoted for each item by the technically qualified bidders in the commercial stage shall be the base price for reverse tendering.

The bidder shall be selected based on their Technical and Financial Proposal duly adhering the guidelines for reverse tendering as per G.O.Ms. No. 79 Finance (HR. V - TFR) Department; Dated: 25-08-2020.

REVERSE TENDERING PROCESS

1) After identification of the L-1 Initial Price Offer, eligible (those who have submitted original hard copies of the DD/ BG for EMD) bidders shall be transferred to the Reverse Auction Platform.
2) ii. The initial period of the Reverse tendering process will start on the date and time fixed and displayed, following which there will be auto extensions of time by 15 minutes in case of any reduction in bids recorded in the prior 15 minutes.
3) iii. Decrements made in each subsequent bid shall not be less than 0.5%
4) iv. Only the current L1 bid shall be visible to all bidders who may revise their bids until the end of the process.
5) The L1 bid may be determined following a period of inactivity of more than 15 minutes of reverse bidding.
6) v. The contractor shouldregister inhttps://tender.apeprocurement.gov.in for participation in reverse auction.
7) If the number of bidders participated in initial tendering are more than five (05), 60% of the bidders participated in initial tendering (Counting from the bidder, who has quoted lowest initial price offer) or five (05) whichever is more shall be allowed for reverse tendering, if the number of bidders participated are equal or less than fve (05), all the bidders shall be allowed to participate in the reverse tendering as per G.O.Ms. No. 271 MA & UD (UH) Dept. dt 16/10/2019.
8) To conduct a reverse tender process at least two bidders would be Required. If only a single responsive bidder is available, Government / Authority has discretion to consider the single responsive bidder, when the price ofer is substantially low i.e., minimum 10% less than the estimated contract value dispensing with reverse auction.

The Prices quoted shall be firm and shall include all applicable taxes, duties, transportation, accommodation & stationery etc., except GST.

4.8 CONDITION ON APPLICANTS/BIDDERS

Any changes and deviation of roles and responsibilities (As mentioned in poA) after the submission of Bid and before the execution of the Agreement shall entitle Authority to reject the Bid in its sole discretion. Bidding shall be open to Applicants (which include companies, partnerships, and proprietary concerns), duly registered consortiums. In case of a consortium,

the lead firm / applicant (which shall be single entity) shall be specified and fully empowered

to represent the consortium. The lead member shall have a minimum stake of 26% in the consortium and other members who claim the eligible experience should have not less than 26% at all times during the project duration.

The following conditions for consortiums shall apply:

A consortium contract which specifes the exact members of the consortium. Bidders are allowed to participate in the bidding through a consortium structure with a cap of three members. The members of the consortium are to be clearly identifed at the time of bidding and any business/shareholding/other relationship between them is to be made clear.

Bidding Consortium is required to nominate a Lead Member for the purposes of interacting with the Authority. The nomination of the Lead Member shall be supported by notarised copies of Memorandum of Understanding and Power of Attorney signed by all the members on a stamp paper of Rs 1000/- (One Thousand only), the formats for which are supplied in Annexure C with this RFP.

The Consortium contract shall clearly specify the exact role and responsibility of each of the consortium members.

In case of the Selected Bidder being a consortium, the members of the consortium shall be required to incorporate a company under the Companies Act, 1956. The Selected Bidder Contract in such a case would be signed with the newly incorporated Company. The lead member of the consortium would be required to hold, initially and at all times during the duration period of the project execution

Contract, not less than 26% of the aggregate shareholding of the newly incorporated consortium company. The other member of the consortium who claim the eligible experience would be required to hold, initially and at all times for during the duration of the project Contract, not less than 26% of the aggregate shareholding of the newly incorporated consortium company.

A member cannot be a member of more than one bidding consortium. An individual applying as a single Bidder cannot at the same time be member of any Consortium bidding under this RFP and vice versa.

Each member of the Consortium shall be jointly and severally liable for the due implementation of the Project.

Any changes and deviation of roles and responsibilities after the submission of Bid and before the execution of the Agreement shall entitle Authority to reject the Bid in its sole discretion.

Authority reserves the right to reject the Bid in case of change in the constitution of the consortium after the submission of Bid and before the execution of the Provider Contract."

4.9 NUMBER OF COPIES OF PROPOSAL

The Applicant shall submit one original hard copy of the technical proposal, clearly marking each "Technical Proposal - Original" as appropriate. In the event of any discrepancy between the Uploaded copy and Hard copy, the same shall be scrutinized for material deviation / fraud etc., However, in case of typo error the uploaded copy shall govern.

4.10 ANNULMENT OF AWARD

Failure of the Applicant to comply with the requirements set forth in this RFP Document and / or the provisions of the Contract shall constitute sufcient grounds for the annulment of the award.

4.11 AUTHORITY'S RIGHT TO ACCEPT OR REJECT ANY AND/OR ALL PROPOSALS

Authority reserves the right to accept or reject any Proposal in its sole discretion, and to annul the Tender Process or reject all proposals without assigning any reason whatsoever at its sole discretion at any time before issuance of a Letter of Award without incurring any liability.

5. TERMS OF REFERENCE:-

5.1 BACKGROUND

The Additional Director, SMILE (Vishakhapatnam), Government of Andhra Pradesh is inviting Request for Proposal for Selection of Agency to provide Facility Management Services for various HRD institutions in Andhra Pradesh for Animal Husbandry Department, GoAP.

The purpose of this RFP is to select an agency to provide Facility Management Services (for services such as housekeeping and cleaning as required in respective complex/ building) as mentioned below during the assignment period.

5.2 SCOPE OF SERICES

The bidders are required to provide Housekeeping and maintenance services for all of the following services to be set up for an efective service delivery process:

- Housekeeping / Cleaning Services (Cleaning, Mopping& Room Maintenance)

(Frequency: Daily Once)

- Horticulture / Gardening (Frequency: Monthly twice)
- Washing (Laundry) (Frequency: Weekly Once)

. Security (24 Hrs a day for 365 days) on 8 Hours shift basis.

The Location details, extent & Scope of Work are as below:

1. **SMILE: VISAKHAPATNAM**

SMILE is an apex institution for all HRD activities in the state of Andhra Pradesh located in sprawling area of 2.00 Acrs in old dairy farm campus Visakhapatnam. It consists of one Main Building, Hostel Annex for resource persons, TOTs and Hostel for trainees.

A. **CLEANING, MOPPING& ROOM MAINTENANCE**: SMILE buildings at Visakhapatnam requires regular cleaning and mopping of the of all buildings spread over area of 37500 Sq. Ft. It also requires regular cleaning of bath Rooms and Toilets including Plumbing & Room maintenance in all the three Buildings

.**B. WASHING**: Regular washing of Bed Sheets, Pillow Covers in the Hostel Annex and Hostel are required for comfortable stay of trainees and Resource Persons.

C. SECURITY: Being a state level institute and an apex center for HRD activities headed by an Additional Director, it requires round the clock security.

D. GARDENING: Garden are spread over 7260 Sq. Yards and requires services for maintaining the garden.

2. VBRI - SAMALKOTA:

VBRI, Samalkota is located at Samalkota near Kakinada and is involved in vaccine production for Livestock and Poultry.

A. CLEANING, MOPPING & ROOM MAINTENANCE: VBRI is having a plinth area of 30000 Sq. Ft requires regular cleaning and mopping of entire buildings. It also requires regular cleaning of bathrooms and toilets including Plumbing &Room maintenance of all the buildings located in the campus.

B. GARDENING: Garden are spread over 3000 Sq. Yards and requires services for maintaining the garden.

3. SAHTC- Mandapeta: It is a state level training centre for the entire state on Animal Reproduction located at Mandapeta East Godavari District. Regular trainings are

being conducted for Veterinarians on Animal Reproduction. It has got Hostel Facility for Trainees.

A. CLEANING, MOPPING & ROOM MAINTENANCE:It requires regular cleaning and mopping of the plinth area of all buildings spread over area of 24000 Sq. Fts. It also requires regular cleaning of Bath Rooms and Toilets including Plumbing & Room Maintenance in all buildings including hostels.

B. WASHING: Regular washing of Bed Sheets and Pillow Covers in the Hostel is also required.

C. GARDENING: Garden is spread over 3000Sq. Yards and requires services for maintaining the garden.

4. RAHTC-Visakhapatnam: It is a regional training centre located at Visakhapatnam conducting refresher training to vets and paravets, induction training to newly recruited vets and in service office subordinates selected for veterinary assistant trainings.

A. CLEANING, MOPPING & ROOM MAINTENANCE: It has got a plinth area of 8000 sq.ft with classrooms, office and hostel. It requires regular cleaning and mopping of entire building and cleaning of all bathrooms and toilets including Plumbing & Room maintenance in the main for and hostel rooms.

B. WASHING: It requires regular washing of Bed Sheets and Pillow Covers in the Hostel.

5. RAHTC-Kakinada: It is a regional training centre located at Sambhamurthy Nagar, Dairy Farm Centre, Kakinada with hostel facility.

A. CLEANING, MOPPING & ROOM MAINTENANCE:It requires regular cleaning and mopping of entire 7635sq.ft and regular cleaning of all bathrooms and toilets including Plumbing & Room maintenance in the main foor and hostel room.

B WASHING:It requires regular washing of Bed Sheets and Pillow Covers in the Hostel.

C. GARDENING: Garden is spread over 3900 Sq. Yards and requires services formaintaining the garden.

6. RAHTC-GUNTUR: It is a regional training centre located at Veterinary Polyclinic complex, Kothapeta, Guntur

A. CLEANING, MOPPING & ROOM MAINTENANCE:It requires regular cleaning and mopping of entire 12000sq.ft and regular cleaning of all bathrooms and toilets including Plumbing & Room maintenance in the main floor and hostel room.

B. WASHING:I t requires regular washing of Bed Sheets and Pillow Covers in the Hostel.

C. GARDENING: Garden is spread over 500 Sq. Yards and requires services for maintaining the garden.

7. STC- Peapully: It is a state level training centre located at Area Veterinary Hospital Campus, Dhone (V &Mdl), Kurnool District for small ruminants and gives trainings to shepherds and veterinarians on topics and activities related to small ruminants.

A. CLEANING, MOPPING & ROOM MAINTENANCE: It has got an area of 4200 Sq.ft plinth area for cleaning and mopping regularly. It requires cleaning of bathrooms and toilets including Plumbing & Room maintenance also.

8. RAHTC-Reddipalli: It is a regional training centre for the districts of Chittoor and Ananthapur and it has got hostel facility also located at Reddipallli, BukkarayaSamudram Mandal, Ananthapur District.

A. CLEANING, MOPPING & ROOM MAINTENANCE:It requires regular cleaning and mopping of entire 12000sq.ft and regular cleaning of all bathrooms and toilets including Plumbing & Room maintenance in the main foor and hostel room.

B. WASHING:It requires regular washing of Bed Sheets and Pillow Covers in the Hostel.

C. GARDENING: Garden is spread over 500 Sq. Yards and requires services for maintaining the garden.

9. RAHTC-Kurnool: It is a regional training centre located at Veterinary Poly Clinic Campus, Near Government Press, Kurnool catering to the training needs of Kadapa and Kurnool districts.

A. CLEANING, MOPPING & ROOM MAINTENANCE:It has got a plinth area of 9600 sq.ft to be maintained with regular cleaning and mopping. Regular cleaning of all bathrooms and toilets including Plumbing & Room maintenance in the building is also required.

10.APLDA Training Center -Tirupati: It is a training center located at Sri Venkateswara Veterinary College campus premises in Tirupati undertaken by Department of Animal Husbandry and it requires regular mopping and cleaning of the classrooms and bathrooms and maintenance of the ofce buildings.

SOPs

Cleaning & Mopping:

- Sweep and clean all floor areas, roads etc.
- Damp moping of tiles, vitrified floors, staircases, side walls and entrance areas.
- Floors shall be made free of stain, dirt, mud, sand, foot prints, liquid spills, and other debris.
- Chairs, computers, keyboards, trash, receptacles, and easily movable items shall be moved to clean underneath.
- During inclement weather, the frequency of cleaning may be higher. When completed, the floors and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or anyevidence of dirt remaining or water standing.
- After sweeping all vitrified floors, areas would be machine scrub cleaned.
- Sweep clean of debris from walk ways and drive way sand hose clean them during appropriate climatic and water use conditions.
- Daily cleaning of lift cabins, mirrors& doors in all the floors.
- Removal of stagnant water.
- Maintain high standards of clean lines and hygiene at all assigned areas through out the premises.
- Cleaning of mirrors, glass doors, glass windows, etc.
- Replenishment to paper towels, toilet paper, liquid soap, urinal cubes, naphthalene balls, odonil, etc. in all the toilets & washrooms.

Trash Removal:

- **Emptying all waste paper baskets from all foor areas and washing or wiping them clean with** damp cloth, replacing plastic waste paper basket linings and returning items where they were located.
- All asset from waste paper baskets will be collected and deposited in the building's waste containers.
- Dry & wet garbage would be segregated and temporarily dumped in to designated area with in the premises.
- Collection of old newspapers, bundling & shifting to specified place.
- All the wastes, trash, debris, garden waste etc. has to bed is posed from the campus on daily basis as per the guidelines of MCGM. Any co-ordination in this regard with MCGM has to be carried out by the Contractor.

Under any circumstances the collected wastes should not be burnt r dumped inside the campus. In case of any such observation by the Bank, the Contractor shall be penalized up to 5%of bill amount and its deduction from the monthly bills.

Court Yard Cleaning:

Cleaning of Court yard duly mopped and kept 100% neat and clean. All floors should be maintained neat and clean as per scope of work.

Glass Surface Cleaning:

- All glasses at entrance doors and windows of the premises would be cleaned using damp and dry method.
- Glass table tops, cabin doors, cabin partitions and glass accessories would also be cleaned. Removal of grease marks or finger prints on glass counters and partitions. This cleaning is done using approved all - purpose cleaner and lint free cloth or paper towels.

Damp & Dry Cleaning:

- Wipe clean all white boards of meeting rooms, Conference rooms, etc. Wipe clean all table tops of work stations ,cubicles and other furniture and fixtures.
- Conference Rooms Cleaning includes cleaning of Glass windows, ceiling, marble cladding, carpets, chairs, Service Rooms/bath/toilets, etc.

Shifting of Furniture:

- Three attendants / hamals needed at Estate Department for Shifting of chairs, tables, cupboards, e- wastes, monitors, computers, printers, etc. within the premises using suitabletrolley as per instruction of officials of Estate Department.

Also, will be utilized by the Dept. in events of meetings, conferences and day to day works at diferent departments.

Sanitizing the premises as required by the Authority

Gardening:

- The contractor has to perform following activities:
- Watering of Plants/ Trees
- Weed removing
- Trimming &pruning 坱 Soil mulching
- Lawn mowing
- Hedges cutting etc.
- Shrubs cutting
- Cleaning garden areas
- Applying fertilizer or compost manure/ vermi culture manure alternate month or as and when required.
- Applying pesticides like insecticide and fungicide alternate month or as and when required.
- Disposal of dry/fallen leaves etc.

- Removing of un wanted plants on the surface, building/boundary walls, etc.
- Uprooting / removing of the grass, unwanted plants, shrubs, etc. around the buildings, inside the storm drainage lines, building/boundary walls, roof tops, on sewage pipelines of the buildings, path ways, building entrances, etc.

PLUMBING MAINTENANCE SERVICE:

S.No.	Nature of Services	Frequency
1	Providing skilled plumber with all required tools on all days including Sundays andholidays	As&when required.
2	Removing choke-ups in all the plumbing installation inside thebathrooms, toilets & kitchen/pan try and common areas, plumbing ducts, sever lines ,supplylines etc.	As&when required.
3	Attendingtoleakagefromtaps,showers,flushingcistern,etc.,at all floors, duct areas and outside premises so as provide" first-aid" solutions to prevent any damage & under take necessary repairs after Completing all norms.	As&when required.
4	Repairs to plumbing & sanitary fittings like flushing systems CI/PVC/Ceramic etc., including removal of iphons, bells, float valves,provisionofcotterpin,plunger washers, nut and bolts for siphon, 'S' hooks, Ball-cock etc. includingremoval and re-fixingwith new accessories of appropriate size sand making it in working condition	As & when required
5	Cementing of jointsof variousdrainage lines, gaps between washbasins,sinksandthatofwalls,pointingofjointsoftilesoffloor sand dados,cementingofloosetiles,floorsanddados,includingre-fixing the same with white cement and matching pigment.	As &when requirered
6	Checkingandmonitoringofallinstallationandtoattendanydefecti mmediately.Major work to be informed to the Estate Department.	Weekly
7	Clearing thevegetation from the buildings wherever it appears	Monthly
8	All Sewage/drainage line, inspection chambers, floor traps, etc., to be checked & cleaned inside the Premises up to Municipal Manhole (including removal of debris, sludge etc., from the line/ chambers and also out of the Premises)	Quarterly and as and when required to ensure free flow.
9	Keeping the rain water outlets on terraces, canopies, free of debris, Foreign materials, etc., to ensure quick flow of water from terraces etc.	As & when required
10	Disconnecting and reconnecting plumbing connection in case of water heaters, geysers, boilers, coolers, electrical gadgets, when ever such electrical gadgets are required to be replaced/repaired	required
11	Disconnecting and reconnecting suction and delivery connection of water pumps whenever the pumps are required to be taken away for repairs/replacement.	As & when required

	Removal of airlocks from suction lines/delivery lines as and when required.	
12	External Drainage Cleaning: By using suitable drain cleaning equipment including Sewer Cleaning Pull out Tools, Drain Cleaning Machines, Super Sucker and high-pressure jet machine with washing complete.	Quarterly and as and when required to ensure free flow.

ROOM MAINTENANCE & CARPENTRY MAINTENANCE SERVICE

S. No.	Nature of Services	Frequency
1	Providing skilled carpenter with all required tools on all days including Sundaysand holidays	As & when required
2	Repairs and maintenance of all the doors, windows, racks, ventilators, sliding windows, pelmets/curtain rods, hangers etc. in the fats and of common area.	As & when required
3	Removing and re-fixing the loose hardware items with necessary screws as required at site etc., complete. without claiming any extra cost.	As & when required
4	Replacement of worn-out wooden beading, any wood remembers and any damaged hardware fitting. Replacement of broken glass panes of door and window shutters. Polishing of furniture, doors etc. Cost of material shall be paid by Authority on actual basis.	As & when required

*The necessary Brooms, Mops, Detergents, tools, manures, pesticides, other consumables, etc. required for the gardening work shall be provided by the department from time to time.

5.3 PRICE

I. Prices quoted by the bidders should include all expenses, local taxes, duties, levies, transportation costs and insurance costs except GST.

II. Once a contract price is arrived at, the same must remain firm and must not be subject to escalation during the performance of the contract due to any reasons not attributed to the authority, change in the duty/tax structure, changes in costs related to the materials and labour or other components or for any other reason.

5.4 TERMS OF PAYMENT

i. The standard payment terms of the DAH are given below.

- Monthly payment will be made within 30 days after the submission of invoice raised from time to time during the assignment period subject to the approval of satisfactory performance of the respective Heads of each location.

5.5 ALL THE PAYMENTS WILL BE MADE BY DAH, VIJAYAWADA.

- Selected Bidder(s) will be required to furnish the necessary documents duly signed by DAH ofcials while claiming the payment.

5.6 EQUIPMENT TO BE PROVIDED BY THE AUTHORITY

S.No	Equipment	Remarks
1	Brooms	The equipment stated in these Columns shall be provided by the authority as per the requirement from time to time.
2	Carpet and Fabric Cleaner	
3	Bucket Trolley	
4	Ladder	
5	Scrubbers	
6	Window Applicator	
7	Window Squeeze	
8	Mops	
9	Safety Belt	
10	Floor Cleaner	
11	Wash Powder	
12	Buckets	
13	Trolley	

5.7 EARNEST MONEY DEPOSIT (EMD)

a. The Bid shall be accompanied by Earnest Money Deposit (EMD) INRRs.1,20,000/- drawn from any Nationalized / Scheduled bank in favor of "Additional Director, SMILE", Vishakhapatnam by way of DD payable at Vishakhapatnam.
b. No bidding entity is exempted from deposit of EMD. Bids submitted without EMD shall be disqualifed.
c. The EMD of unsuccessful Bidder will be returned to them without any interest, after conclusion of the resultant agreement. The EMD of the selected bidder will be returned without any interest, after receipt of performance security as per the terms of agreement.
d. EMD of a bidder may be forfeited without prejudice to other rights ofthe purchaser, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/ documents furnished in its tender is incorrect, false, misleading or forged. In addition to the aforesaid grounds, the successful bidders' EMD will also be for feinted without prejudice to other rights of purchaser, if it fails to furnish the required performance security within the specified period.

5.8 PERFORMANCE SECURITY

6.FORMATS FOR SUBMISSION OF ROPOSAL :- (Annexures)

Annexure – 1

Format for

CHECKLIST OF SUBMISSIONS.

SNo.	EnclosurestotheProposal	Status (Submitted /NotSubmitted)	Remarks
1.	DDtowardsEMD&Processingfee		
2.	SignedRFPDocument		
3.	CoveringLetter(Annexure2)		
4.	SimilarExperiencetowardsminimumeligibility~Annexure 3(Alldocumentsasmentioned in S.No.5ofDataSheet).		
5.	GSTregistrationcertificateandPancard(Annexure4)		
6.	FinancialExperiencetowardsminimumEligibility(Annexure5)		
7.	PowerofAuthority(Annexure6)		
8.	Firm RegistrationCertificate~Annexure7(NotrequiredforProprietaryfirm)		
9.	Affidavitofnon-blacklistingbyanyclient/authorityin India(Annexure8)		
10.	PowerofAttorneyandMoUforConsortium~Annexure9(ifrequired)		
11.	Anyotherdocumentsasrequired &mentionedinS.No.5ofthedatasheet		

The performance security of 2.5% of the Final Bid value (in terms of INR) to be paid by the Selected / Successful Bidder (to be renewed and be valid at all times till the completion of the assignment) so as to execute the assignment, shall be submitted in the form of Bank Guarantee / DD in the specified format Within 07 days from the data of receipt of notification of award which shall be one among the condition precedents for signing the agreement with the Authority.

The Performance Security shall be forfeited as Damages without prejudice to any other right or remedy that may be available to the Authority under the tender Documents or otherwise, under the following conditions:

In the case of Selected Applicant / Selected Bidder, if it fails to fulfll the assignment as mentioned in the ToR of this RFP.

In the case of Selected Applicant / Selected Bidder, if it fails to execute the Assignment as per the deliverables agreed with the Authority in the agreement.

5.9 FORFEITURE OF PERFORMANCE SECURITY

The Authority shall be at liberty to set of/adjust the proceeds of the performance security towards the loss, if any, sustained due to the supplier's failure to complete its obligations under the contract. This is without prejudice to the Authority's right to proceed against the Supplier in the event of the security being not enough to fully cover the loss/damage.

Annexure – 2

Format for

COVERING LETTER (LETTER OF PROPOSAL)

(On Applicant's Letter Head)

To,
ADDITIONAL DIRECTOR, SMILE
NHAI ENCLAVE, NH16, NEAR VIMS HOSPITAL,
HANUMANTHAVAKA, VISHAKHAPATNAM,
ANDHRA PRADESH 530040

Date:

Sub: "Selection of Agency to provide Facility Management Services for various HRD institutions in Andhra Pradesh for Animal Husbandry Department, **GoAP"**

***

With reference to your RFP Document dated _____, I / We, having examined all relevant documents and understood their contents, hereby submit our Proposal for **Selection of Agency to provide Facility Management Services for various HRD institutions in Andhra Pradesh for Animal Husbandry Department, Go AP** (the "Agency(s)"). The proposal is unconditional and unqualified.

2. I/We acknowledge that the Additional Director, SMILE (Vishakhapatnam), (the "Authority") will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal I/and in the Annexures are true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made fro the express purpose of appointment as the Agency for the aforesaid assignment.
4. I / We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I / We acknowledge the right of Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I / We certify that in the last five years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any

project/assignment or contract by any public authority nor havehad any contract terminated by any public authority for breach on our part.

7. I/We declare that:

a. We have examined and have no reservations to the RFP Document, including any Addendum / Corrigendum issued by Authority;

b. I / We do not have any conflict of interest as mentioned in the RFP Document;

A. I / We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with Authority or any other public sector enterprise or any government, Central or State; and

B. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I /We under I / We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Bidder(s), without incurring any liability to the Applicants in accordance with the RFP Document.

9. I / We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to under take the assignment or which relates to a grave offence that outrages the moral sense of the community.

10. I / We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

11. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Authority (and/ or the Government of India) in connection with the selection of Agency or in connection with the Selection Process itself in respect of the above-mentioned assignment.

12. I/We agree and understand that the proposal is subject to the provisions of the RFP Document. In no case, shall I/we have any claim or right of whatsoever nature if the assignment is not awarded to me/us or our proposal is not opened or rejected.

13. I / We agree to keep this offer valid for 180 (One hundred and eighty) days from the BDD specified in the RFP.

14. In the event of my/our from being selected as the Agency for subject assignment, I/we agree and undertake to provide the services in accordance with the provisions of the RFP and that the Team Leader shall be responsible for

providing the agreed services himself and not through any other person or Associate.

15. I/We have studied RFP and all other documents carefully. We understand that we shall have not claim, right or title arising out of any documents or information provided to us by Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of assignment.

16. The Technical and Financial Proposals are being submitted along with Annexures to prove our financial details. The contents provided in this regard shall be binding on us.

17. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)
(Name and seal of the Applicant).

Annexure -3

Format *for*

APPLICANT'S EXPERIENCE

Details of Assignment(s) executed

S. No.	Name of Work	Name of the Client (with Brief Address of Concerned Office & Contact No. and e-mail ID)	Type of Client /Owner Mention Govt./Semi Govt. /PSU/ Bank	Date of Agreement with Client	Location and Scope of the Work	Actual Value of the Work	Date of commencement as per contract	Likely date of completion	If Work Left Incomplete or Terminated (Furnish reasons

(**Tables to be added by the bidder if required) Signature _____
Name _____
Designation _____
Company _____
Date _____
Notes:

Annexure - 4

Format for
GST registration certificate and Pan card

(Signature of the Key Expert / Authorized Signatory)

Place ----------

Annexure – 5

In support of Minimum Eligibility Criteria
Format for

FINANCIAL SUMMARY DATA

TURNOVER RELATED DATA (ALL Figures In INR Crores)

S.No	Financial Year	Turnover of the firm in		Profit after Tax	Net Worth of Company
		Total Turnover of the firm		Total	
	(1)	(2)	(3)	(4)	(5)
1	FY2017-18				
2	FY2018-19				
3	FY2019-20				

Financial Year: 1st April to 31st March or the particular accounting year followed and audited.

(Audited CA certificate stating the turnover is acquired from the subject business only shall be submitted)

Note:

1. Please attach audited Balance Sheets and IT return statements to conferring the figures mentioned in columns (2).

SIGNATURE----------

NAME ----------DESIGNATION----------

ANNEXURE 6

Format for

POWER OF AUTHORITY TO BID SIGNATORY

(On a Non-Judicial Stamp Paper of Rs. 100 duly attested by notary public)

Know all men by these presents, We,_____ a company / firm registered_____underhand having its Registered Office at_____do hereby constitute, nominate, appoint and authorize and presently residing at_____as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for_____including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conference and providing information/ responses to the Additional Director, SMILE (Vishakhapatnam), (the "Authority"), representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said assignment and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ... THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF,22

For.....

(Signature, name, designation and address)

Witnesses:

1.

2.

Notarized Accepted

.....

(Signature, name destination and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on

a Non- Judicial stamp paper of Rs 100/-(one hundred) and duly notarized by a notary public.

Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

For a Power of Attorney executed and issued overseas, the documents will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Appostile certificate.

ANNEXURE 7

Format for

FIRM REGISTRATION CERTIFICATE

(Not required for Proprietary firm)

ANNEXURE 8

Format for

AFFIDAVIT OF NON-BLACKLISTING BY ANY LIENT/ AUTHORITYIN INDIA

ANNEXURE 9

Format for

POWER OF ATTORNEY AND MEMORANDUM OF UNDERSTANDING FOR CONSORTIUM

Power of Attorney

Dated this_____day of_____2022

Know all persons by these present that We----------and----------(hereinafter collectively referred to "the consortium/joint venture") here by appoint and authorize ----------as our attorney. Whereas the Additional Director, SMILE (Vishakhapatnam) has invited applications from interested agency(s) for the "Selection of Agency to provide Facility Management Services for various HRD institutions in Andhra Pradesh for Animal Husbandry Department, GoAP (hereinafter referred to as "the Assignment"),

Whereas, the members of the consortium/joint venture are interested in bidding for this assignment in accordance with the terms and conditions of this tender along with its amendments, addenda and related documents.

And whereas it is necessary for the members of the consortium/joint venture to appoint and authorize one of them to do all acts, deeds and things in connection with the aforesaid assignment.

We hereby nominate and authorize ---------- as our constituted attorney in our name and on our behalf to do or execute all or any of the acts or things in connection with making an application to DAH, to follow up with DAH and thereafter to do all acts, deeds and things on our behalf until culmination of the process of bidding and thereafter till the contract is entered into with the Selected Bidder.

And we hereby agree that all acts, deeds and things done by our said attorney shall be construed as acts, deeds and things done by us and we undertake to ratify and confrm all and whatsoever that our said attorney shall do or cause to be done for us by virtue of the power hereby given.

All the members of this consortium will be jointly and severally liable for execution of this assignment in all respects.

In witness hereof we have signed this deed on this ---------- day of ---------- 2022.

(Signature)

For and behalf of (company)

Memorandum of Understanding

Know all men by these present that we, and (herein after collectively referred to "the consortium") for execution of tender. Whereas the DAH has invited tenders from the interested parties for "Selectionof Agency to provide Facility Management Services for various HRD institutions in Andhra Pradesh for Animal Husbandry Department, GoAP".

Where as the members of the consortium are interested in bidding for the work of in accordance with the terms and conditions of the RFP/tender.

This Consortium contract is executed to undertake the work and role and responsibility of the firms as

And whereas it is necessary under the conditions of the RFP/Tender for the members of the consortium to appoint and authorize one of them as Lead Member to do all acts, deeds and things in connection with the aforesaid tender is the Lead Member of the Consortium.

We hereby nominate and authorize ---------- as our constitute attorneys in our name and on our behalf to do or executive all or any of the acts or things in connection with the execution of this RFP and thereafter to do all acts, deeds and things on our behalf and thereafter till the satisfactory completion of assignment / project.

And we hereby agree that all acts, deeds and things done by our said attorney shall be construed as acts, deeds and things done by us and we undertake to ratify and confirm all and whatsoever that my said attorney shall do or cause to be done for us by virtue of the power hereby given. All the members of this consortium will be jointly and severally liable for execution of this assignment in all respects.

In witness hereof we have signed this deed on this---------- day of [Signature]

By the with named ----------through its duly constituted attorneys in the presence of . [Signature]

By the with named ----------through its duly constituted attorneys in the presence of

Notes:

For the purposes of Memorandum of Understanding and Power of Attorney: The contracts are to be executed by the all members in case of a Consortium.

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

- Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

Dr. POONAM MALAKONDAIAH
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)